

Present: Cllr S Gurney – Chair of the Committee
Cllr D King
Cllr U Franklin
Cllr G Diffey
Cllr B Johnson
R Reeve – Locum Clerk

The Chairman welcomed members and opened the meeting at 3pm.

1. Apologies and acceptance for absence

An apology was received from Cllr Britton, this was **ACCEPTED**

2. Declarations of Interest and Dispensations

No declarations made or dispensations requested

3. Approval of minutes of the Committee meeting held on 11th November 2021 from those members present at the held meeting

Minutes had been circulated from the meeting held on 11th November 2021. It was **RESOLVED TO ADOPT THE MINUTES OF THE MEETING**

4. Public Participation

No members of the public present.

5. Resolution to Exclude the Press & Public

RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS & PUBLIC FOR THE DURATION OF THE FOLLOWING ITEM IN VIEW OF THE CONFIDENTIAL AND PERSONAL NATURE OF THE BUSINESS TO BE TRANSACTED, SUCH DISCUSSION TO TAKE PLACE AFTER THE ITEM THAT CONFIRMS DETAILS OF THE NEXT MEETING

AGREED BY ALL

6. Recruitment for the Clerk post

Councillors reviewed the circumstances that arose leading to the recent departure of the previous Clerk, whose resignation had been reluctantly received for reasons of wanting to achieve a better work/ life balance.

Following this, Councillors then resolved to proceed to look at the terms and conditions to be offered for a replacement person, considered the staffing budget/ pay points that were currently now required to be offered on the LC3 scale and agreed a draft advert/ documentation for the recruitment of a new permanent Clerk.

A timeline for the recruitment was also agreed, with interviews to be held in mid February.

7. Update on other Staffing matters

The committee looked at the staffing as a whole, and the vacancies which have arisen over recent months. The next meeting, to be scheduled in February, would need to deal with the filling of current vacancies within the staffing establishment, notably within the grounds team, and also staffing requirement with the re-opening of the Community Centre.

There was also going to be a short period of sickness within the office team, along with a request for an increase in hours to address.

8. Exchange of Information

Councillors further reflected on the recent experiences with the recent recruitment of Clerks at nearby councils, and what would be needed to ensure that an attractive offer was made for the Clerk recruitment.

9. Date, Time and Venue of next meeting

17th February at 2.00 pm , probably to again be held via Zoom.

The Meeting closed at 5:30 p.m.